

MINUTES

Thursday, July 11, 2002

Virginia Department of Transportation Auditorium

1:30 p.m. – 4:00 p.m.

ATTENDANCE

Members:

Secretary of Technology George C. Newstrom; Tim Bass (Virginia Retirement System); Patti Higgins for Farley Beaton (Department of Taxation); Cheryl Clark (Department of Information Technology); Merritt Cogswell (Department of State Internal Auditor); Don Darr (Department of Planning and Budget); Ray Davis (Department of Game and Inland Fisheries); Chris Doss (Virginia Information Providers Network); Jan Fatouros (Department of General Services); Chip German (University of Virginia); Mike Goetz (City of Lynchburg); Bernie Hill (Virginia Department of Transportation); Bob Nawrocki for C. Preston Huff (The Library of Virginia); Joy Hughes (George Mason University); Ken Mittendorff (Supreme Court of Virginia); David Molchany (County of Fairfax); Lan Neugent (Department of Education); John Noftsinger (James Madison University); Gerry Pacyna (State Corporation Commission); John Taylor for Dee Pisciella (Department of Corrections); Chris Saneda (Department of Alcoholic Beverage Control); Jerry Simonoff (Department of Technology Planning); Ernie Steidle (Department of Rehabilitative Services); David Sullivan (City of Virginia Beach); Bill Wilson (Division of Legislative Automated Systems)

Staff:

Jenny Hunter (Executive Director)

Members Absent:

Farley Beaton (Department of Taxation); Larry Hengehold (Virginia Community College System); C. Preston Huff (The Library of Virginia); Jim Peters (Virginia Employment Commission); Dee Pisciella (Department of Corrections); Bill Shinar (Virginia Geographic Information Network)

MEETING OBJECTIVES

The primary objective of the COTS meeting are (1) To explore information security in Virginia; (2) To discuss the upcoming Commonwealth of Virginia Information Technology Symposium (COVITS) program; (3) To review and approve the COTS Web Services Workgroup charter; and (4) To honor the accomplishments of the COTS Ad Hoc Workgroup on Major IT Projects Status Report Dashboard for the successful inauguration of the COTS Dashboard.

WELCOME AND OPENING REMARKS

COTS Executive Director Jenny Hunter called the meeting to order at 1:35 p.m., and thanked everyone for coming. Ms. Hunter introduced Dr. Gary Allen, Director of Technology, Research and Innovation for the Virginia Department of Transportation, and thanked him for hosting COTS in the VDOT Auditorium. Dr. Allen welcomed the Council members and relayed Commissioner Shucet's regrets for not attending the meeting due to a meeting with Secretary Clement.

Dr. Allen described his position at VDOT to help transition the agency through the reorganization now in process. He expressed his willingness to work closely with the Council, particularly in these exciting and challenging times. He described the real differences between economic development opportunities in different areas in the state. VDOT has a great investment in information technology, which means it has many opportunities and many risks. Bernie Hill has helped VDOT leverage the significant investment in technology it has made.

Ms. Hunter thanked Dr. Allen and welcomed Chris Doss of the Virginia Information Providers Network (VIPNet) as an ex officio member to the Council. She acknowledged Larry Trommler who was standing in for Jim Peters of the Virginia Employment Commission, Patti Higgins for Farley Beaton of the Department of Taxation, John Taylor for Dee Pisciella of the Department of Corrections, and Bob Nawrocki for Preston Huff of The Library of Virginia.

Ms. Hunter introduced Secretary Newstrom. Secretary Newstrom described some of the significant opportunities occurring in the last few months. In his last presentation to COTS in May, Secretary Newstrom described how the estimates for technology spending in the Commonwealth ranged between \$800 million and \$1.2 billion. Since that time, the Secretary has looked closely at technology in the Commonwealth and narrowed the margin of error substantially. Through the Department of Technology Planning, the Department of Information Technology, and the Council, the Secretary requested a great amount of data in a short period of

time from 63 executive branch agencies. Ninety-seven percent of agencies turned in the IT surveys on time, and 100 percent have been received to date.

The compilation of data provides a snapshot of the technology spend for every agency. It is categorized by number of data centers, mainframes, services, communications, enterprise software, storage capabilities, and “other” and provides a detailed analysis. The total spend is close to \$902 million. The next challenge is to work with the Wilder Commission, the Joint Commission on Technology and Science, the members of the General Assembly, and all other constituencies to improve technology. Secretary Newstrom owes the Governor a technology blueprint—a strategic plan—by September 15. The agency IT Survey is an instrumental part. Secretary Newstrom thanked the COTS Council and conveyed the Governor’s appreciation.

Secretary Newstrom said the Governor called a meeting of the Cabinet and all agency heads. He spoke on a number of issues, one of which was the IT Survey work, the implication of that work, and his desire to “do” technology substantially better in the Commonwealth. He asked everyone to be supportive of and collaborative in taking the next steps forward. Secretary Newstrom asked for the support and help of the Council.

Secretary Newstrom described the Commonwealth of Virginia Information Technology Symposium (COVITS) coming up in September. The initial response has been very positive. COVITS in the future will be exploded into something that is extraordinarily powerful for the Commonwealth. Our biggest challenge is to let the world know what we have, where we are, where our strengths are, what our capabilities are, and where the richness of Virginia is, in all parts of Virginia. Part of the conference is to highlight and showcase what Virginia does and what our capabilities are, not just to ourselves, but to a lot of other people. This year’s conference features great speakers, and the Secretary is working on next year’s conference. COVITS is a place for Virginia to shine and to show the rest of the world what our capabilities are.

The theme of the conference is “Old Dominion or Bold Dominion?” We have an opportunity to play a different role in the global economic marketplace, and be a substantial leader. Or we can choose just to play along. Our goal is to be in the top five states in the nation on the Digital State Survey, and ultimately, to be the number one state in the nation. The perception of Virginia in the marketplace is crucial. We will rotate the conference from region to region to feature the richness of Virginia’s opportunities.

Secretary Newstrom asked COTS and the members of the audience to improve how they work together as partners and we take the Commonwealth of Virginia forward. Procurement is at the heart of it—how procurements are structure, allocating money back to agencies based on performance, and seeking partnerships. COTS members are key to making that happen. Secretary Newstrom will convene for the first time in the Warner Administration the CIO Advisory Board,

the private sector version of COTS. Their support is necessary to get our agenda moving forward.

APPROVAL OF MINUTES

Ms. Hunter introduced the minutes from the May 9. The minutes were amended on page six to read: "Ms. Payne showed the humorous video depicting young people talking about security breaches." The amended minutes were approved unanimously and will be posted to the COTS website at www.cots.state.va.us.

PRESENTATION: "VIRGINIA'S GOVERNMENTAL INFORMATION SECURITY"

Ms. Hunter introduced Samuel Redwine, Jr., of James Madison University (JMU) and Jim Adams from the Department of Information Technology (DIT) to provide the Council a presentation on a white paper developed jointly by DIT and the Commonwealth Information Security Center located at JMU.

The white paper was written for state and local government executives, including higher education, to provide an overview of the Commonwealth's security situation, provide several low-cost action items, and provide managers an understanding of their role in information security. Contributors include the Department of Information Technology, James Madison University's Commonwealth Information Security Center (CISC), Office of the Attorney General's Computer Crime Unit, Virginia Tech, the Department of Motor Vehicles, and Fairfax County. The context for the paper was a combination of factors, including heightened awareness after September 11, 2001; continued increases in cyber attacks; increased interconnectivity of systems; and the need for managers to have an accurate assessment of organization security.

Several attacks have occurred in the Commonwealth, including defacing web sites, viruses (particularly NIMDA virus), and other instances of malicious hacking. Security is particularly difficult to handle due to funding priorities, uneven security efforts throughout the Commonwealth, staffing, and balancing privacy and security against legitimate needs to access information.

The white paper provides managers with questions in eight areas to help them understand the level of risk in their organizations. The paper also provides information on the security standard promulgated by the Department of Technology Planning SEC2001-01.1 that provides a security architecture.

Joy Hughes asked how the CISC is different from a Computer Incident Response Team. Dr. Redwine said that the CISC is working on broader issues. Ernie Steidle asked whether there was a central phone number to call in Virginia to report a security problem. Mr. Adams said that there

was a number during the Year 2000 initiative. There is no longer a central place to call. Mr. Adams said that DIT posts information on security breaches to its website, but that security alerts are not pushed out. Dr. Hughes reinforced the need for education and awareness, particularly in the education environment.

COVITS UPDATE

Ms. Hunter introduced the three Governor's Fellows assigned to the Technology Secretariat, including James Toscano, Andrew Rowdon, and Quynn Nguyen. Mr. Toscano is assisting with the Commonwealth of Virginia Information Technology Symposium (COVITS). Mr. Rowdon is assisting with the strategic planning effort. Ms. Nguyen is assisting with geographic information systems (GIS) duties in the Virginia Geographic Information Network division.

Ms. Hunter provided an update on the speaker lineup for the Commonwealth of Virginia Information Technology Symposium. Keynote speakers include Paul Chiapparone, Vice Chairman of EDS; Steve Kolodney, former CIO of Washington and California; and P.K. Agarwal, CIO and Executive Vice President of the National Information Consortium. Governor Warner is invited to speak and Secretary Newstrom would give a keynote address.

Plenary session speakers include Clay Jenkinson portraying Thomas Jefferson and Paul Taylor, Center for Digital Government. Ms. Hunter said the goals for COVITS 2002 and beyond are to make the conference as engaging and insightful as possible with nationally- and globally-recognized speakers.

Ms. Hunter described the potential breakout session topics, including broadband deployment, workforce development, project management, information security, and digital government. The COTS Web Services Workgroup will provide a breakout session on its findings and recommendations from its six proof-of-concept initiatives. Ms. Hunter encouraged the members and the audience to register for COVITS. For more information and to view the agenda, visit www.covits.org.

WORKGROUP UPDATES

Web Services.

Tim Bass of the Virginia Retirement System provided an update on the COTS Web Services Workgroup. There are six proof-of-concept initiatives underway. Over the last couple of months of work, it became clear that some wording and technical changes were need to the COTS Web Services Workgroup charter. Mr. Bass described the wording changes throughout the document, including:

- Changed wording to introduction to talk about sharing and platform neutrality, based on the research of the Workgroup to date.
- In the original draft charter, in the protocol explanation section, there was something about DSNL. DSNL does not exist, so it was removed from the charter.

The revised charter of the Web Services Workgroup was approved unanimously by the Council.

Mr. Bass provided an update on the Workgroup's activities. There are seven teams working on proof-of-concept initiatives, with one team having many difficulties. All are actively working on a change of address application, and keeping a close watch on interoperability issues. There are six business partners providing contributions of their expertise and software. The Workgroup is on target for completing its objectives and delivering a final report in September.

Major Projects Status Dashboard and Commonwealth Technology Management

Chris Saneda of the Department of Alcoholic Beverage Control (ABC) provided an update on the COTS ad hoc Major Projects Status Dashboard and the evolution of the COTS Commonwealth Technology Management Workgroup. The Dashboard Training is ongoing. The first status report input will be in July for June's activities. Much behind-the-scenes work is going on with oversight committees, Secretaries, and the project managers.

The Technology Management Workgroup was chartered in May to make the Dashboard operational and then focus on broader technology management issues. The kickoff meeting is tentatively scheduled for July 25th, and includes representatives from state agencies, higher education, and the private sector.

RECOGNITION OF THE MAJOR IT PROJECTS STATUS REPORT DASHBOARD WORKGROUP MEMBERS

Secretary Newstrom thanked the COTS ad hoc Major IT Projects Status Report Dashboard Workgroup members for their contributions and service to the Council and the Commonwealth. He thanked Chris Saneda for his exemplary leadership and for continuing to serve the Commonwealth as chairman of the COTS Technology Management Workgroup. He thanked each of the members for their dedication and commitment as Virginia now has for the first time a valuable tracking tool to help mitigate risks and allow the Secretary to work with his colleagues to provide any assistance needed as soon as a problem arises. Each Workgroup member was invited forward and presented with a certificate of achievement signed by the Secretary of Technology.

MY MOBILE VIRGINIA: WIRELESS SERVICES

Ms. Hunter introduced Rodney Willett, General Manager of Virginia Information Providers Network (VIPNet) to give a presentation on new wireless services provided through the state portal. Mr. Willett provided an overview and a demonstration of the services available through My Mobile Virginia. The reason for providing government services through handheld, wireless devices is due to user demand. People who spend time in the General Assembly building can access up-to-the-minute information on bills and meetings. Similarly, people wanted real-time election results, and not have to be tethered to a computer to get them.

The services are located at www.state.va.us or www.myvirginia.org. General government information is available, including information about the Governor's Office, legislative information, quick-reference materials, and emergency services. The Commonwealth Calendar is accessible through wireless devices, and will eventually include minutes and agendas. VIPNet worked with the State Board of Elections to develop an online polling location lookup.

Tourism information is available through the My Mobile Virginia suite of services, including lodging information, activities, and regional attractions. There is also an ABC store locator based on zip code. People can also check on the status of medicine-related professional licenses, and ensure their health care providers are properly licensed by the state.

NEW BUSINESS/PUBLIC DISCUSSION/CLOSING REMARKS

Ms. Hunter announced that the Bertelsmann Foundation had recognized Virginia and the County of Fairfax with its prestigious "Balanced E-Government" award for integrating e-administration and e-democracy into its online citizen relations.

Chip German announced he has accepted the Chief Information Officer position with Mary Washington College in Fredericksburg and had submitted his resignation to the Council. The Council members thanked him for his service and congratulated him on his new assignment.

David Sullivan announced that the City of Virginia Beach working in partnership with the Department of Motor Vehicles has eliminated city stickers for vehicles.

ADJOURN

Ms. Hunter thanked everyone for coming and adjourned the meeting at 3:30 p.m.

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